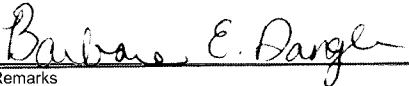


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
<b>Position Description Coversheet</b> (Please read instructions on back)				1. Position No. <b>EPES00063</b>	2. Incumbency Allocation Only? <b>May not be IA'ed</b>
3. Reason for Submission <b>New</b>	4. Employing Office Location <b>Washington, D.C.</b>	5. Duty Station <b>Washington, D.C.</b>		6. BUS Code <b>8888</b>	
Explanation (Show any positions replaced)	7. Fair Labor Standards Act <b>Exempt-Executive</b>	8. Financial Statements Required <b>OGE-278 Required</b>		9. Cybersecurity Code a. <b>000</b> b. _____ c. _____	
	10. Position Status <b>SES (General)</b>	11. Supervisory Status Code <b>2-Supervisor or Manager</b>			
	12. Competitive Level Code	13. Competitive Area		14. Drug Testing <b>No</b>	
	15. Extramural %	16. Functional Class Code <b>N/A</b>		17. Medical Monitoring	
	18. Position Sensitivity <b>Non-Sensitive</b>	19. Security Clearance <b>Not Required</b>		20. Position Risk <b>High</b>	
	21. Emergency Essential	22. Developmental Position <b>No</b>		23. Full Performance Level <b>Current Level</b>	
24. Position Classification	Official Title of Position			Pay Plan	Occupational Code
a. Official Allocation	<b>Director, American Indian Environmental Office</b>			<b>ES</b>	<b>0340</b>
25. Organizational Title of Position (if different from official title) <b>American Indian Environmental Office Director and Senior Advisor</b>				26. Name of Employee (if vacant, state such) <b>JoAnn Chase</b>	
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code	1st Tier Org Description <b>U.S. Environmental Protection Agency</b>				
b. 2nd Tier Org Code <b>E0000000</b>	2nd Tier Org Description <b>Office of International and Tribal Affairs</b>				
c. 3rd Tier Org Code <b>EA000000</b>	3rd Tier Org Description <b>American Indian Environmental Office</b>				
d. 4th Tier Org Code	4th Tier Org Description				
e. 5th Tier Org Code	5th Tier Org Description				
28. <b>Supervisory Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <b>Dan Utech, Chief of Staff</b>			b. Typed Name and Title of Higher-Level Supervisor or Manager <b>Dan Utech for Jane Nishida, Acting Administrator</b>		
Signature <b>Utech, Dan</b> Digitally signed by Utech, Dan Date: 2021.02.18 07:20:58 -05'00'		Date _____	Signature <b>Utech, Dan</b> Digitally signed by Utech, Dan Date: 2021.02.18 07:21:16 -05'00'		Date _____
29. <b>Classification/Job Grading Certification:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			<b>Information for Employees:</b> The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position <b>Barbara Dangler, HR Specialist</b>			30. Position Classification Standards Used in Classifying/Grading Position		
Signature 		Date <b>2/18/21</b>			
31. Remarks <b>Executive Resources position.</b>					

21 0506827

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

**Director, American Indian Environmental Office  
and Senior Advisor  
ES-0340-00**

**Introduction**

This position is located in the American Indian Environmental Office (AIEO), in the Office of International and Tribal Affairs (OITA) of the U.S. Environmental Protection Agency (EPA). The incumbent serves as and performs the duties of the Office Director. The American Indian Environmental Office leads EPA's efforts to protect human health and the environment of federally recognized tribes by supporting implementation of Federal environmental laws consistent with the Federal trust responsibility, the government-to-government relationship, and EPA's 1984 Indian Policy. The AIEO is responsible for providing administrative, scientific, and technical direction for all activities assigned to AIEO. This position reports to and serves as a Senior Advisor to the Assistant Administrator (International and Tribal Affairs).

**Major Duties and Responsibilities**

As Director of the American Indian Environmental Office, the incumbent manages and/or promotes the establishment and implementation of environmental and public health programs affecting Indian Country and serves as a trusted Senior Advisor to the Assistant Administrator (AA). These duties include:

1. Provides national leadership, advice, and assistance on Indian affairs to the Assistant Administrator, senior officials in the Office of the Administrator, EPA program offices, and Regional offices. Leads advancement and implementation of the Agency's Indian Policy and Executive Order 13175 on Tribal Consultation.
2. Serves as the principal advisor to the Assistant Administrator on environmental policy and public health criteria that may impact Indian affairs. Directs AIEO staff in planning and preparing special reports and position papers for the AA for program planning and decisionmaking.
3. Coordinates Agency Indian programs to promote appropriate communication and, where appropriate, consistency among the Regions and other Program offices. Recommends to senior Agency officials the initiation or rejection of proposed projects, programs, policies and procedures, based upon Tribal experience and expertise.
4. Co-chairs the National Indian Workgroup. Provides direct support to the National Tribal Operations Council and the Tribal Caucus. Represents EPA, as appropriate, at national and international conferences, symposia, and meetings, frequently making major policy presentations.
5. Oversees the coordination of EPA's interagency activities with other Federal agencies and Tribal operations. Provides reports to the Assistant Administrator on special projects and initiatives. A

6. As Senior Advisor, advises the Assistant Administrator and senior management on policy, administrative, operational, and programmatic issues related to the AIEO. Identifies problems, studies possible alternatives and develops workable solutions to improve the effectiveness of the organization. Provides advice as to future program direction including long-range plans, relative priorities and resource allocation.
7. Serves as the Office's lead representative in promoting cross-media integration of Tribal operations and in prioritizing Tribal operations throughout the Agency to ensure the appropriate resource, management assistance and support exists to carry out program responsibilities in Indian territories. Serves as the National Program Manager for the General Assistance Program for American Indians and is responsible for the fiduciary integrity of the grants program.
8. Provides guidance on the development and implementation of education and awareness training for EPA personnel on Federal responsibilities in Indian territories, Tribal environment concerns, cultures and legal issues. Provides guidelines to Agency executives, supervisors, and staff relating to Indian cultures, manners, and protocol.
9. Directs the planning, implementation and administration of programs assigned to the AIEO. Manages the Agency-wide data collection of environmental information on Tribal lands nationwide for the Indian program and all cross-media activities of the AIEO.
10. In coordination with Headquarters and Regional Offices:
  - o Provides advice on overall Agency tribal budget priorities and manages the development and execution of the AIEO budget;
  - o Manages the development and/or support of cross-Agency tribal policies, guidance, and regulations in a manner consistent with EPA Indian Policy;
  - o Manages the development of a National Tribal Environmental Strategy that supports Regional strategies;
  - o Directs the establishment and/or strengthening of management feedback and tracking systems and specific reporting requirements for the implementation of the Agency's Indian policy, program delivery, and other relevant Agency initiatives.
10. Exercises supervisory responsibility over AIEO staff members, making work assignments and determining responsibilities, evaluating employee performance, recommending appropriate recognition, providing career development, and initiating corrective actions where necessary.
11. Performs other duties as assigned.

### **Supervisory Controls**

The incumbent reports to the Assistant Administrator (International and Tribal Affairs) and receives only general direction, consisting of broad policy guidance and information concerning the goals to be achieved, the priorities of program emphasis, and target dates for completion. Work is appraised in accordance with the demonstrated effects and influence of the incumbent's advice and recommendations upon Agency regulations, guidance, and programs.